

City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	100-910-4640	\$ 45,000	100-115-4237	\$ 45,000
<input type="checkbox"/> Budget Transfer				

Explain the reason for the budget change:

Background: Currently the City has vacancies in two positions that have been identified by the City Manager as key senior management hires. Recruitment effort for these positions, which include the Financial Services Director and the Public Works Director, will target the most qualified candidates to meet the City's need for continued management leadership.

Staff recommends the firm of Peckham & McKenney which has a national reputation for conducting quality searches and placing exceptional candidates. With over 50 years of combined experience in executive search, management and local government, Peckham & McKenney brings a high level of service to the industry. Peckham & McKenney is familiar with Santa Clara County and the surrounding region and has been utilized extensively for executive recruitment and selection efforts throughout the Bay Area.

Fiscal Impact: The cost of the recruitment and selection processes for these two executive positions will not exceed \$45,000 total for both recruitments including out of pocket expenses, such as clerical, advertising, copying, telephone conversations and travel.

Recommendations:

1. Authorize the City Manager to execute an agreement with Peckham & McKenney, subject to approval as to form by the City Attorney, in an amount not to exceed \$45,000 for the administration of recruitment and selection for a Financial Services Director and Public Works Director.
2. Request approval of a budget appropriation of \$45,000 from the contingency reserve fund.

☒ Check if City Council Approval required.

Meeting Date: March 3, 2015

Requested by:	Carmen Valdez, Human Resources Director	Date: February 25, 2015
Reviewed by:	Finance Director: <i>[Signature]</i> for Emma Karlen	Date: 2/25/15
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: